

THE TULALIP TRIBES
Tulalip Data Services
Job Description

JOB TITLE: Systems Analyst

JOB NUMBER: QCV 007-006

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this job. These requirements must be stated on your application form to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

Tulalip Data Services offers a unique work environment with opportunities to work on a diverse portfolio of projects, excellent personal and professional development opportunities, and an excellent benefit package. We are a fast-growing organization – and recognized locally and nationally as an innovative place to work. We work closely with major software and hardware companies – and we received recognition from Harvard University via the “Honoring Contributions in the Governance of American Indian Nations” award. Working for Tulalip Data Services provides opportunities to make a difference and be a technology innovator!

As a systems analyst at Tulalip Data Services, you will be a part of a highly dynamic and enthusiastic team of both software and web professionals. You will have the opportunity to:

- Work with the newest cutting edge technologies
- Work in a diverse work environment
- Flexible work schedules
- Opportunity to work with industry leaders
- Opportunity to receive training in cutting edge technologies

In addition, you will converse with a diverse spectrum of government, business and public sector customers whose needs must be translated into requirements, models and processes in order to drive the whole development process.

Lastly, you will have the unique experience of participating in the entire software development lifecycle, not just a single aspect like most organizations. Your insight into requirements gathering and systems architecture will drive each project you are apart of. You will have the responsibility of creating, reviewing, analyzing and modifying software systems and applications. This includes documenting, encoding, testing, debugging and installing systems that support the Tulalip Tribes organization. In addition, the project feedback you report will continue to reshape each subsequent development project and ensure that each project is held to the highest standards.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ Bachelor's of Science degree in Computer Science or related field of study. (attach copy of degree or transcript with application).

SKILLS:

- ☐ Knowledge of the Visual Studio .NET IDE, Microsoft Application Center Test, and programming languages, including C# .NET, Visual Basic .NET, and ASP .NET.
- ☐ Knowledge of the .NET framework including object oriented languages such as C# or VB.NET, experience using Microsoft IDE.
- ☐ Familiarity with relational databases and client-server concepts
- ☐ Extensive knowledge of software development lifecycles (SDLCs) and their utilization in software development projects
- ☐ Ability to convert project objects to requirement specifications

EXPERIENCE:

- ☐ Minimum of two (2) years experience working with software development projects, experience with .NET preferred
- ☐ Minimum of two (2) years experience writing documentation to describe program development, logic, coding and corrections
- ☐ Minimum of two (2) years experience using modeling standards to create models and diagrams for projects

OTHER REQUIREMENTS:

- ☐ Experience using Microsoft™ Project, Microsoft™ Visio, and Microsoft™ Office
- ☐ Must be willing to attend progressive job related training as requested
- ☐ Must be able to work evenings, weekends, and/or holidays as needed or requested

Physical Characteristics and/or Prerequisites:

- [] Manual and finger dexterity for the operation of a personal computer and routine paperwork.
- [] Stamina to sit, stand, and/or walk for prolonged periods of time.
- [] Tolerance to be exposed to a computer screen for prolonged periods of time on a regular basis.
- [] Ability to lift and carry 40 lbs. on a frequent basis.
- [] Mobility to bend, stoop, and/or climb stairs on an occasional basis.

Tribal Department: Tulalip Data Services

Employee Classification: Non-Exempt

Job Summary: The successful candidate will create, review, analyze, and modify systems. The tasks performed will include documenting, encoding, testing, debugging and installing systems in support of the Tulalip Tribe's software applications. The candidate will also convert project objectives to requirement specifications. In addition, the candidate will provide progress status reports to senior management and customers.

Employee Reports To: Software Engineering Manager

Extent of Authority: Under the direction of direct supervisor, performs job duties providing support and service to all tribal software projects in accordance with established policies and procedures.

Specific Duties Performed:

1. Consults with users to identify current operating procedures and to clarify program objectives.
2. Write documentation to describe program development, logic, coding, and corrections.
3. Write manual(s) for users to describe installation and operating procedures.
4. Modify existing operating procedures or project documentation to facilitate requirement changes.
5. Participate in the TDS mentoring program.
6. Performs other related duties as deemed necessary or requested.

Terms of Employment: This is a Regular Full-time position, requiring at least 40 hours per work, or 2080 hours per year.

Pay Range: \$23.96 - \$29.12

Opening Date: 10/18/2006

Closing Date: Until Filled